GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

NOTE SHEET

SUBJECT: **SHARED SERVICES UINTI (SSU) REQUIREMNET REGARDING INFORMATION ABOUT THE POSITIONS OF KARACHI MOBILITY PROJECT (YELLOW LINE BRTS).**

02. In pursuance of Shared Services Unit (SSU) letter No. SSU/Gen/FMS-06(02)/2021/304 dated March 04, 2021, which requires above mentioned information about the Project and minutes of the meeting held on 2nd March 2021 are also enclosed with. **(Copy Enclosed)**

03. In view of above, Draft as required is placed on file for perusal and approval please.

17/03/2021
ASSISTANT DIRECTOR
Business Development

04. **PD YELLOW LINE:**

As amended.

18/3/2021.

05. AD

Requisite information has shared with the Concerned office as proposed.

18/03/2021

17

GOVERNMENT OF SINDH
Karachi Mobility Project
(YELLOW LINE BRTS)
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT

No. AD/Dev/YLC/SMTA/2021/L-125

Karachi Dated: March 18, 2021

To,

The Coordinator,
Shared Services Unit (SSU),
Planning and Development Department,
Government of Sindh,
Karachi.

SUBJECT: INFORMATION ABOUT POSITIONS OF KARACHI MOBILITY PROJECT (YELLOW LINE BRTS).

I am directed to refer to your office letter No. SSU/Gen/FMS-06(02)/2021/304 dated March 04, 2021 and to enclose herewith an information about the Project Positions. Therefore, please find enclosed the requisite information on prescribed Performa as desired. (**Copy enclosed**).

18/03/2021
(GHULAM MURTAZA) PMS
ASSISTANT DIRECTOR
BUSINESS DEVELOPMENT
(Karachi Mobility Project)

A copy is forwarded for information to:

1. P.S to Secretary Transport and Mass Transit Department, GoS, Karachi.
2. The Chairman (P&D Board), Planning and Development Department, GoS, Karachi.
3. The Secretary (Planning), Planning and Development Department, GoS, Karachi.
4. The Special Secretary, Planning and Development Department, GoS, Karachi
5. Dr. Aliya Kashif (TTL SERRSP), the World Bank, Country Office, Islamabad.
6. Master File.

5

Shared Services Unit - SSU
Planning & Development Department
Government of Sindh

S.No	Project Title	Name of Individual	Designation	Individual Profile (Brief)	Brief Job Description	Strategy / Timeline for filling in the vacant position	Contact # (Cell Phone) & email ID	Photo
	1	2	3	4	5	6	7	8
01	**Karachi Mobility Project (Yellow Line BRTS)**	Imran Bhatti (Ex.PCS)	Project Director	i. M.A-LLB ii. 15 Years Experience iii. Working since 24-06-2020	i. Monitoring the Project from all instances; monitoring, implementation and execution of the Project Plan.	Nil	03002200275	
02	**Karachi Mobility Project (Yellow Line BRTS)**	Yawar Nabi	Communication Specialist	i. BSc - Media Sciences ii. MBA Media Management-UK iii. 10 Years Experience. iv. Working since 19-11-2020	i. Respoonsible for managing all external and internal commmunication of the Project.	Nil	03212009888	
03	**Karachi Mobility Project (Yellow Line BRTS)**	Javaid Islam	Financial Management Specialist	i. MSc. App. Maths ii. MBA Finance iii. ACCA. UK iv. CPA. CGA. Canada v. 15 Years vi. Working since 10-12-2020	i. Overall Financial and Accounting compliance and discipline of Project. ii. Capacity Building of Team members.	Nil	03000775774 03211000499	
04	**Karachi Mobility Project (Yellow Line BRTS)**	Huma Ashar	Gender Specialist	i. MSc. Economics ii. M.Phil Economics iii. 08 Years Experience iv. Working since 11-03-2020	i. Specialized trainings- Gender awareness/Sensitization. ii. Gender based Violence Community engagement and Strategy development.	Nil	03232311501	

*2	Complete Name of PD, DPD, and Specialists	
*3	Functional Title / Designation	
*4	Brief Profile (Qualification, Experience, working since when with this project) of PD, DPD, and Specialists	
*5	Very brief Job Role (2-3 Lines) of all incumbents/Officers	
*6	Brief on how and when the vacant position is being filled - Mention bottlenecks if any	
*7	Provide Contact Number (Cell Number) and email ID of the Individual	
*8	Provide photo of Individuals for publication of Project Staff Directory	

GOVERNMENT OF SINDH
Karachi Mobility Project
(YELLOW LINE BRTS)
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT

No. AD/Dev/YLC/SMTA/2021

Karachi Dated: March 17, 2021

To,

The Coordinator,
Shared Services Unit (SSU),
Planning and Development Department,
Government of Sindh,
Karachi.

SUBJECT: INFORMATION ABOUT POSITIONS OF KARACHI MOBILITY PROJECT (YELLOW LINE BRTS).

I am directed to refer to your office letter No. SSU/Gen/FMS-06(02)/2021/304 dated March 04, 2021 and to enclose herewith an information about the Project Positions. Therefore, please find enclosed the requisite information on prescribed Performa as desired. (**Copy enclosed**).

(GHULAM MURTAZA) PMS
ASSISTANT DIRECTOR
BISINESS DEVELOPMENT
(Karachi Mobility Project)

A copy is forwarded for information to:

1. P.S to Secretary Transport and Mass Transit Department, GoS, Karachi.
2. The Chairman (P&D Board), Planning and Development Department, GoS, Karachi.
3. The Secretary (Planning), Planning and Development Department, GoS, Karachi.
4. The Special Secretary, Planning and Development Department, GoS, Karachi
5. Dr. Aliya Kashif (TTL SERRSP), the World Bank, Country Office, Islamabad.
6. Master File.

Shared Services Unit - SSU
Planning & Development Department
Government of Sindh

S.No	Project Title	Name of Individual	Designation	Individual Profile (Brief)	Brief Job Description	Strategy / Timeline for filling in the vacant position	Contact # (Cell Phone) & email ID	Photo
	1	2	3	4	5	6	7	8
01	**Karachi Mobility Project (Yellow Line BRTS)**	Imran Bhatti (Ex.PCS)	Project Director	i. M.A-LLB ii. 15 Years Experience iii. Working since 24-06-2020 as PD in Yellow Line BRTS	i. Monitoring the Project from all instances. monitoring, implementation and execution of project plan.	Nil		
02	**Karachi Mobility Project (Yellow Line BRTS)**	Yawar Nabi	Communication Specialist	i. BSc - Media Sciences ii. MBA Media Management-UK iii. 10 Years Experience. iv. Working since 19-11-2020	i. Respoonsible for managing all external and internal commmunication of the Project.	Nil	03212009888	
03	**Karachi Mobility Project (Yellow Line BRTS)**	Javaid Islam	Financial Management Specialist	i. MSc. App. Maths ii. MBA Finance iii. ACCA. UK iv. CPA. CGA. Canada v. 15 Years vi. Working since 10-12-2020	i. Overall Financial and Accounting compliance and discipline of Project. ii. Capacity Building of Team members.	Nil	03000775774 03211000499	
04	**Karachi Mobility Project (Yellow Line BRTS)**	Huma Ashar	Gender Specialist	i. MSc. Economics ii. M.Phil Economics iii. 08 Years Experience iv. Working since 11-03-2020	i. Specialized trainings- Gender awareness/Sensitization. ii. Gender based Violence Community engagement and Strategy development.	Nil	03232311501	

*2 Complete Name of PD, DPD, and Specialists

*3 Functional Title / Designation

*4 Brief Profile (Qualification, Experience, working since when with this project) of PD, DPD, and Specialists

*5 Very brief Job Role (2-3 Lines) of all incumbents/Officers

*6 Brief on how and when the vacant position is being filled - Mention bottlenecks if any

*7 Provide Contact Number (Cell Number) and email ID of the Individual

*8 Provide photo of Individuals for publication of Project Staff Directory

9

SHARED SERVICES UNIT - SSU
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH

8/3/2021.

NO: SSU/Gen/FMS-06(02)/2021/304
Karachi; Dated: March 04, 2021

To,

AD/PC

The Project Director,
Karachi Urban Mobility Project
(Yellow BRT Corridor).

Subject: **MINUTES OF MEETING OF PROJECT DIRECTORS (WORLD BANK FUNDED PROJECTS)-ESTABLISHMENT OF SHARED SERVICES UNIT (SSU) AT PLANNING & DEVELOPMENT DEPARTMENT, ON 02nd MARCH, 2021.**

I am directed to refer to the subject noted above and enclose herewith . minutes of meeting held on 02nd March, 2021, under chairmanship of the Coordinator (SSU) and co-chaired by the Special Secretary P&D Department, for your information and further necessary action. Further, as decided in the meeting, proforma (to share information about all positions/vacant positions as well as timeline for hiring the required staff) is also enclosed herewith. It is requested to please fill the requisite information in proforma and submit it to **The Coordinator SSU @ office of D.G. (MEC), Planning & Development Department, 3rd Floor, Tughlaq House, Sindh Secretariat No. 02, Karachi**, within three working days.

Enclosure:
- Minutes of Meeting dated 02nd March, 2021
- Proforma

04/03/2021.

(Mehtab Ahmed Bhatti)
Financial Management Specialist
Shared Services Unit / Provincial Task Force (AAP)

Copy for information:

1. The Chairman (P&D Board), Government of Sindh, Karachi.
2. The Secretary (Planning), Planning & Development Department, GoS, Karachi.
3. The Special Secretary, Planning & Development Department, GoS, Karachi.
4. The Coordinator (SSU), Planning & Development Department, GoS, Karachi.
5. Dr. Aliya Kashif (TTL SERRSP), The World Bank, Country Office, Islamabad.

Date: 08.03.2021

SMTA/MTD
Dy No. 1138
Dated: 08.03.21

Mr. Mohsin Ali
AD (Coord) MEC,
P&D

SHARED SERVICES UNIT - SSU
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH

NO: SSU/Gen/FMS-03(108)/2021
Karachi; Dated: March 4, 2021

MINUTES OF MEETING

Strengthening Shared Services Unit (SSU) at Planning & Development Department
Date: **Tuesday, 2nd March, 2021,**
Time: **10:00 a.m.**
Venue: **Conference Room, AAP Secretariat for Nutrition, Karachi**

IN ATTENDANCE:

1. Mr. Muhammad Ali Khoso Coordinator SSU / DG (M&E Cell)	2. Mr. Rafique Mustafa Shaikh Special Secretory P&D
3. Mr. Asghar Memon PD, KNIP	5. Mr. Zubair Chana PD, SWEEP
4. Ashfaque Memon Additional Director SRP (Irrigation)	6. Aftab Ahmed Solangi DPD/SAGP
7. Zulfiqar Ali DPC (AAP Secretariat)	8. Anwar Ali Shoro ADG W/M (SIAPEP)
9. Mehtab Ahmed Bhatti FMS (AAP Secretariat)	10. Imran Aziz Tunio Technical Officer (PMO-SBIP)
11. Talha Munir M&E Specialist SRP (Irrigation)	12. Zubair Abdullah Finance Consultant SRP (Irrigation)
13. Shahid Procurement Specialist SRP (Irrigation)	14. Mukhtiar Ahmed ERU (SPSMRP)
15. Sheeraz Ali Peerwani MIS Specialist (Click Ert)	16. Ghulam Murtaza Add (Business Dev) Kmp
17. Umair Rajpoot Procurement Specialist SSEP	18. Ammar Khanzada FMS (SSEP)
19. Dr. Javed Memon DPD SAGP Livestock	20. Faheem Ahmed Soomro FMS (SAGP) Livestock

DISCUSSION POINTS:

The Special Secretary (P&D) on special request of Coordinator SSU attended the meeting and co-chaired meeting along with the Coordinator SSU. The Coordinator SSU welcomed all PDs, DPDs, and Representatives of Projects/Specialists and shared highlights of the very concept of

SHARED SERVICES UNIT - SSU
PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SINDH

NO: SSU/Gen/FMS-03(108)/2021
Karachi; Dated: March 4, 2021

creation of SSU within Planning & Development Department to extend technical support to all the Foreign Funded Projects funded by the World Bank.

The Coordinator SSU also shared with the meeting participants the approved Summary of Chief Minister Sindh for establishment of Shared Services Unit, and the Planning & Development Department Notification of establishment of the Shared Services Unit (SSU), bearing No: SO(ADMIN-I)(P&D)12(209)/2019 dated 14th April, 2020.

The Special Secretary (P&D) apprised the objectives behind establishment of the Shared Services Unit (SSU). The forum deliberated on strategies for strengthening the SSU and supporting the WB funded projects. The forum acknowledged that there are delays in hiring specialists for each project because it takes time. As a result, it is a challenge to meet pressing deadlines under each project. In view of the situation, it was discussed to develop a pool of human resources comprising specialists.

Further, the Coordinator SSU proposed to conduct a mapping of available staff (specialists) under existing projects. In this regard, a proforma is to be developed and then circulated among all Project Directors to provide information about all vacant positions. The forum was of the view that hiring of specialists takes almost a year, which is time-consuming exercise, resultantly it is cause of delays in very start of the projects' implementation. Therefore, the pool of specialists and SSU Specialists shall be supporting the projects implementation till the time the relevant/concerned specialist position is filled by that very project.

It was discussed that the concerned Project Directors to be advised to share hiring strategy and timelines for hiring each position so that staff gap to be filled accordingly. Besides that it was decided to ensure uniformity in terms of qualification/experience of specialists across all projects. Another proposal presented before the forum related to the need for establishing a common platform for specialists to share their knowledge.

DECISION / AGREED ACTIONS:

- Mapping of staff (specialists) would be conducted in consultation with the concerned Project Directors (PDs).
- A proforma to be developed for PDs to share information about all positions/vacant positions as well as timeline for hiring the required staff.
- Establishment of shared services
- CVs to be pooled from all projects at the central place (SSU)
- Common platform to be developed for specialists to share knowledge
- Criteria for compensation of specialists' time to be worked out based on their actuation contribution.

Meeting ended on vote of thanks.

PROFORMA

Shared Services Unit - SSU
Planning & Development Department
Government of Sindh

S.No	Project Title	Name of Individual	Designation	Individual Profile (Brief)	Brief Job Description	Strategy / Timeline for filling in the vacant position	Contact # (Cell Phone) & email ID	Photo
	1	2	3	4	5	6	7	8
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								

*2 Complete Name of PD, DPD, and Specialists
*3 Functional Title / Designation
*4 Brief Profile (Qualification, Experience, working since when with this project) of PD, DPD, and Specialists
*5 Very brief Job Role (2-3 Lines) of all incumbents/Officers
*6 Brief on how and when the vacant position is being filled - Mention bottlenecks if any
*7 Provide Contact Number (Cell Number) and email ID of the Individual
*8 Provide photo of Individuals for publication of Project Staff Directory

Gmail

Ghulam Murtaza Ghanghro <murtazag032@gmail.com>

Fw: REMINDER-PRESCRIBED PROFORMA & MINUTES OF MEETING OF PROJECT DIRECTORS (WORLD BANK FUNDED PROJECTS)-ESTABLISHMENT OF SHARED SERVICES UNIT (SSU) AT PLANNING & DEVELOPMENT DEPARTMENT, ON 02nd MARCH, 2021.

1 message

mohsin awan <mohsinawan_iba@yahoo.com> 16 March 2021 at 12:03
To: "murtazag032@gmail.com" <murtazag032@gmail.com>
Cc: Khoso Ali <m.alikhoso@gmail.com>, Mehtab Ahmed Bhatti <mehtabbhatti@hotmail.com>, Sarfaraz Ahmed Khan <skhan@mecsindh.gov.pk>

REMINDER-I

Dear Ghulam Murtaza Sahib,

I am directed to refer to the appended email on the subject noted above and to state that **prescribed proforma** (attached below) to provide information about all positions/vacant positions as well as timeline for hiring the required staff related to Karachi Urban Mobility Project (Yellow BRT Corridor) is still awaited. It is once again requested to please arrange to provide the required information via return email, **at earliest**.

Thanks & Regards,

Mohsin Ali
Asst. Director (Coord.)
MEC, Planning & Development,
Govt. of Sindh
Ph # (021) 99332607-08
Cell # 0331-7200111

----- Forwarded Message -----
From: mohsin awan <mohsinawan_iba@yahoo.com>
To: aftab.solangi@hotmail.com <aftab.solangi@hotmail.com>; pd.siapep@gmail.com <pd.siapep@gmail.com>; imranaziz_tunio@yahoo.com <imranaziz_tunio@yahoo.com>; talha.fareedi@gmail.com <talha.fareedi@gmail.com>; zubairabdullah70@gmail.com <zubairabdullah70@gmail.com>; engineerashfaquememon@yahoo.com <engineerashfaquememon@yahoo.com>; mumallah@yahoo.com <mumallah@yahoo.com>; murtazag032@gmail.com <murtazag032@gmail.com>; sheerazalipeerwani@gmail.com <sheerazalipeerwani@gmail.com>; umairkk175@gmail.com <umairkk175@gmail.com>; ammarkhanzada@live.com <ammarkhanzada@live.com>; jmemon5@gmail.com <jmemon5@gmail.com>; faheem.soomro@gmail.com <faheem.soomro@gmail.com>
Cc: Khoso Ali <m.alikhoso@gmail.com>; Mehtab Ahmed Bhatti <mehtabbhatti@hotmail.com>
Sent: Thursday, March 4, 2021, 05:10:07 PM GMT+5
Subject: PRESCRIBED PROFORMA & MINUTES OF MEETING OF PROJECT DIRECTORS (WORLD BANK FUNDED PROJECTS)-ESTABLISHMENT OF SHARED SERVICES UNIT (SSU) AT PLANNING & DEVELOPMENT DEPARTMENT, ON 02nd MARCH, 2021.

Respected All,

I am directed to refer to the subject noted above and attach herewith minutes of meeting held on 02nd March, 2021, under chairmanship of the Coordinator Shared Services Unit (SSU) and co-chaired by the Special Secretary P&D Department, for your information and further necessary action.